

organizations may only use the unit's symbol with the commander's permission.

Issues Requiring Legal Review (non-exclusive)

If you run across any of the following issues you should speak with your ethics counselor before proceeding:

- * Request to inform personnel about a non-governmental event (or to encourage participation).
- * Request to sign (or for your name to appear in) a letter to be sent by a non-governmental organization.
- * Request to provide a quotation for a nongovernmental publication or web site.
- * Request to write the forward for a book written by a non-federal employee.
- * Request to write an employment recommendation for an individual.

References:

5 CFR 2635.702; JER 2c-54; JER § 3-209



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If you need advice on a particular situation, please contact SAF/GCA to set up an appointment with one of the attorneys.

Phone: 703-693-0417

E-mail: usaf.pentagon.saf-gc.mbx.SAF-GCA-Ethics-Workflow@mail.mil

Website: www.safgc.hq.af.mil/organizations/gca/index.asp



ENDORSEMENTS

"Integrity First"

ENDORSEMENTS

This pamphlet provides a brief overview of endorsement rules and guidelines by explaining the basic rules and exceptions. Examples of endorsements are provided to illustrate major points.

The Basic Rule

You may not use or permit the use of your government position or title, or any authority associated with your public office, to endorse any product, service, or enterprise.

An **endorsement** is an action, such as a signature, letter or statement that supports, validates, sanctions, approbates, or approves the products, services, or enterprises of a non-governmental entity or individual.

Activities That Don't Qualify

There are activities that do not fall under the category of endorsements. You may promote products, services or enterprises *if*

- * Your promotion is in the furtherance of statutory authority.
- * Your promotion is a result of documentation or compliance with agency requirements or standards.
- * Your promotion is a result of recognition for achievement given under an agency program or recognition for accomplishment in support of the agency's mission.

Appropriate Activities

An acquisitions representative may sign a letter to a defense technology corporation indicating that its operations are in compliance with DOD contractor standards even though she knows that the company has routinely displayed letters of this type in television

commercials portraying it as “the largest provider of IT services, systems integration, and training to the United States government.”

An Air Force activity may promote a DOD-sponsored awards program by noting award details on their web site or promotional materials, including photos of award recipients or honorees.

Q: Can I include a link to the web site of an outside company offering similar or exemplary services that would benefit our web site visitors? Surely a simple link doesn't count as an endorsement!

A: Although you aren't offering an actual endorsement in the form of praise or support, OGE regulations require airmen to avoid even the appearance of impropriety—better safe than sorry. Therefore, if you aren't able to offer an exhaustive list of outside firms that offer related or exemplary services, it's best not to offer any at all. You may, however, be able to include a short list with a disclaimer that clarifies the purpose of those web links as not being endorsements. Be sure to check with an ethics official to get approval on the links and the wording of the disclaimer.

Inappropriate Activities

An Air Force representative may not appear in a television commercial in which she endorses an automobile produced by her former employer, stating that it has been found by the USAF to be the best in its class.

Air Force employees may not endorse outside companies' services, products, or enterprises on their web sites or other promotional materials.

An officer in the Air Force may not use his official title, office, or position in a book jacket endorsement of a novel about the Air Force Academy written by an author whose work he admires. Neither may he do so in a book review published in a newspaper. He may, however, use

his rank and service with his name (i.e. Capt. Smith, USAF).

Air Force Uniform and Official Seal

Military Uniform

Because one of the most recognizable symbols of military service is the uniform, no one except a member of the armed forces may wear the uniform or part of the uniform.

Air Force members may not wear the uniform in the following circumstances:

- * To further political activities, private employment or commercial interests
- * When giving public speeches
- * In an interview where personal opinions are being expressed
- * In picket lines, marches, or rallies
- * While working in an off-duty capacity
- * When it would discredit the Air Force

Exceptions: The only exception in this area applies to actors in theatrical or motion picture productions. Requests by non-federal entities to use Air Force uniforms and insignias in commercial advertising or promotions should be referred for approval through SAF/PA to the Office of the Assistant Secretary of Defense, Public Affairs.

Official Seal

SAF/AA is the custodian of the Air Force Seal and is solely responsible for approving its use on official departmental documents and records.

Commanders of units that are still active control the use of unit emblems. Non-Air Force personnel and